

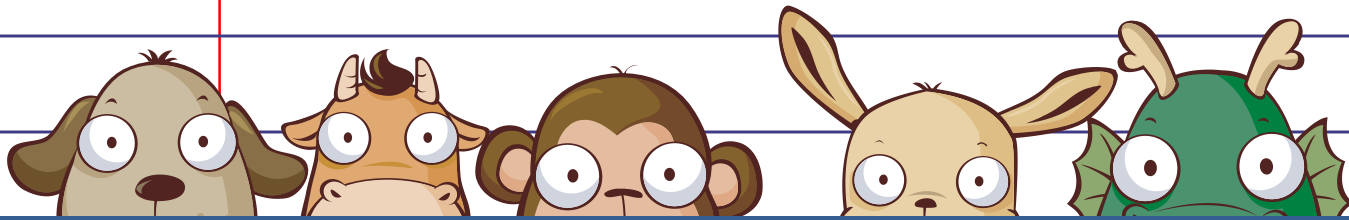
# GCSE Information Evening

Wednesday 11<sup>th</sup> October

6pm – 7pm

- How to be successful at GCSE
- Independent Learning and Revision Tips
- How to prepare for exams
- College Applications
- Target and Predicted Grades
- Work Experience

Students are welcome to come as well as parents!



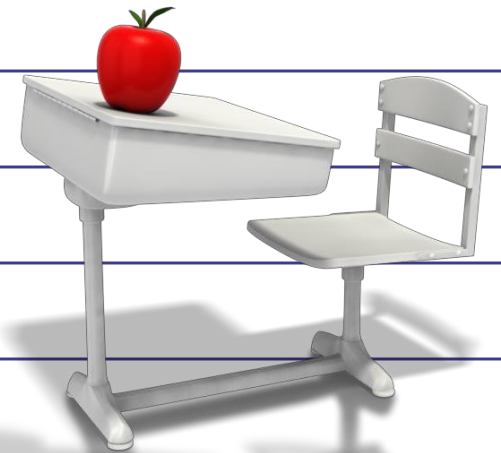
# **Work Experience Starts here**

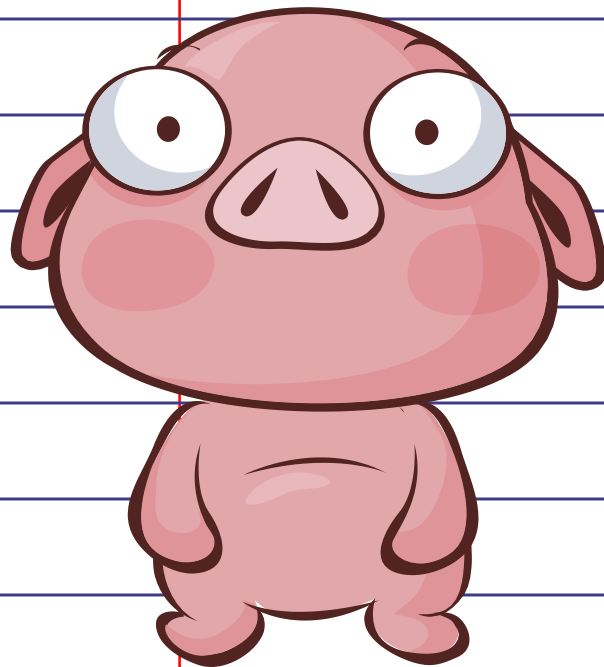
**Mr Federici**

**Assistant Headteacher KS4**

# What is work experience?

- Is it just time off school?
- What skills will be used and developed
- How will you grow as a person?





**What are the  
benefits to you of  
having a work  
placement?**

# What are the benefits of work experience?

- Gaining practical skills
- Experience a realistic working environment
- Understand your relevance of your current course
- Develops personal/social skills – confidence, knowledge timekeeping, deadlines , communicating with people at different levels
- Increase your knowledge of careers available in the industry
- Looks great on your CV, UCAS, & for future employment or apprenticeship
- Help to determine areas you are specifically interested in

# How does work experience work at

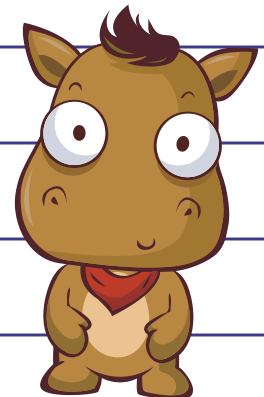
## North London Grammar School

- Now is the time for you to start thinking about the kind of work experience you would like
- Work Experience from the **20<sup>th</sup> to 24<sup>th</sup> November** this is **much sooner** than it sounds!
- It is **your responsibility** to find yourself a work placement

# Where can you work?

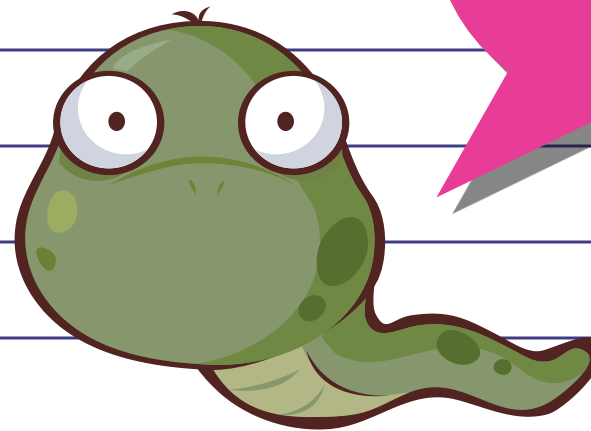
- In the past we have had students in the following places, plus many more besides:
  - Publishing houses
  - Veterinary places
  - Doctors surgeries
  - Solicitors
  - Garages
  - Gyms
  - Hotels
  - Shops
  - Offices

Where will  
you go?



# Schools' Vocational Development Service

- You now know the dates for your Work Experience **(20<sup>th</sup> – 24<sup>th</sup> November)** you should approach different employers and ask if you can work with them



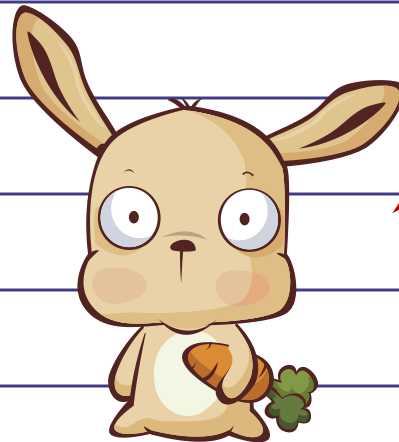
You can do  
thiiss in a  
number of  
wayssss



# Finding a placement

- Go and see them in person
- Write them a letter
- Send them an email
- Make a telephone call

**The sooner the process is started, the sooner you will get a place**



# Finding a placement

- Find out who has responsibility for work experience and their contact details
- Prepare in advance what you're going to say
- Mention that it's related to a possible future career choice
- State briefly what you hope to achieve by working there
- Offer to come to meet them to discuss the placement

# Schools' Vocational Development Service

## How are we going to help you?

- Skills assessment – Yr 10 Weds / Year 11 Thurs
- Careers and employer research – Form Time
- Communication and interview skills
- Health & Safety – Tutorial and Test and Certificate
- Creating a CV – homework for tutor time

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx?redirected=nextstep>

# Schools' Vocational Development Service

*Health & Safety*

## **We must have**

- Employer Liability Insurance details
  - Name of insurance provider
  - Policy number
  - Expiry date
  
- Details of Placement
  - Full address and postcode
  - Telephone number
  - Email address

# Schools' Vocational Development Service

- Is it our job to undertake Health & Safety checks on your behalf
- **We need** information about every placement from the school
- WE2 employer agreement back to school by **Monday 29<sup>th</sup> October**

**NORTH LONDON GRAMMAR SCHOOL**  
**Work Experience Referral Request**  
**Placement Date: 20<sup>th</sup>-24<sup>th</sup> November 2017**



Student's Name:		M/F	DOB:	Tutor Group:
Employer/Organisation Name and Address (inc postcode):				
Name of Contact:		Position:		
Tel:		Email:		
Mobile:		Web:		
Main Business of Company/Organisation:				
WEX Job Title and Description of Activities:				
Is the address above where the work experience will take place? Yes <input type="checkbox"/> No <input type="checkbox"/> if NO please give details:				
Days and Hours of Attendance		Dress Code:		
Placements may have to be vetted by our agent Sirrond Ltd. The questions below are to assist with this process. Employers Liability Insurance and Public Liability Insurance are legal requirements for placements. We regret we are unable to take up offers of placements from organisations without such cover.				
Employers Liability Insurance:		Insurer:		
		Policy No:		Expiry Date:
Do you have valid PUBLIC LIABILITY Insurance cover?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are your premises registered with either of the following:		HSE <input type="checkbox"/> Local Authority <input type="checkbox"/>		
Do you have 5 or more employees (inc work experience student)?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you have written Risk Assessments covering all employees including young people?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
By completing and returning this form, I understand that I am confirming my offer of a placement, that the information provided by me is accurate, that the working environment is safe for young people and that adequate supervision will be provided.				
Signed:		Position:		
Print Name:		Date		

I agree to my son/daughter carrying out the above placement:

Name:

Signed:

Email:

# Schools' Vocational Development Service

**Our job is to do all we can to keep you safe**

It is absolutely essential we have the full and appropriate information do that that



# Schools' Vocational Development Service

## Dates to remember

○ Work experience -

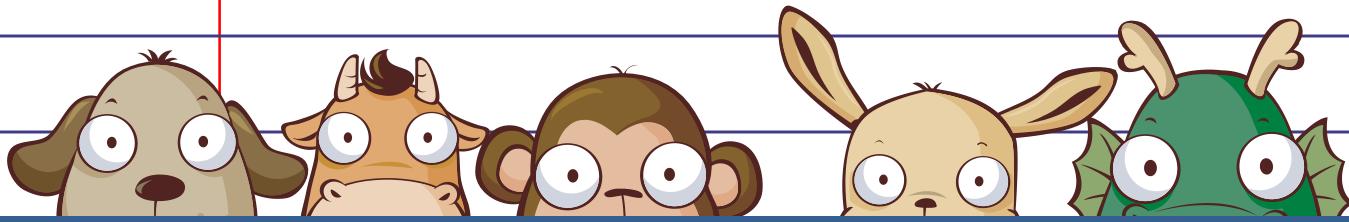
**20-24th November 2017**

○ WE2 Info into school by -

**Monday 29<sup>th</sup> October 2017**

**Goodluck!**





# Health & Safety

# Objectives

- To be able to explain the importance of Health & Safety in the workplace
- List health & safety responsibilities of the employer and the employee
- Identify workplace hazards
- Explain what to do while you are at work

## Over a 5 year period

- **54** young people were killed at work
- **12,599** serious injuries involving broken limbs, amputation and serious burns
- **46,495** injuries leading to at least 3 days of work

Accidents involving young people at work can be avoided by identifying the hazard and reducing the risk



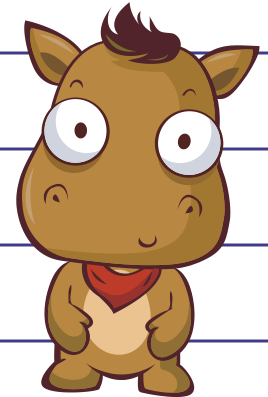
# Safety at work

- Every year **4 million** people are hurt at work
- It costs Britain **£16 billion** a year
- **Young people** aged (16-24) face the highest risk
- New workers have the **highest** risk of injury

# How does work experience work at

## We all take risks

What do you do that is dangerous?



- at school?
- taking part in school/leisure?
- at home?

## How do avoid having an accident and reducing the risk to yourself and others?

- Wear **protective** clothing
- Check equipment** is in good order
- Train to do a task **properly**
- Don't do it when you know it could be **unsafe**

# Going to work

## What the employer has to do

- Advise parents/guardians of findings of the risk assessment
- Tell you about your **role** and the company **hours/breaks**
- Show you the **workplace** and **people/supervisor**
- Explain to the student what the health & safety rules are and any hazards. These may include; **chemicals, lifting heavy objects, prohibited areas** and **machinery**

# Going to work

## What the employer has to do

- Make sure people know who to report health & safety issues to and who to ask if they're unsure of anything
- Provide **protective clothing** and ensure it fits and people know how to use it
- Make sure people know what to do when the **fire alarm** sounds
- Make sure people know what to do if there is an **accident**

# Going to work

## What the student has to do

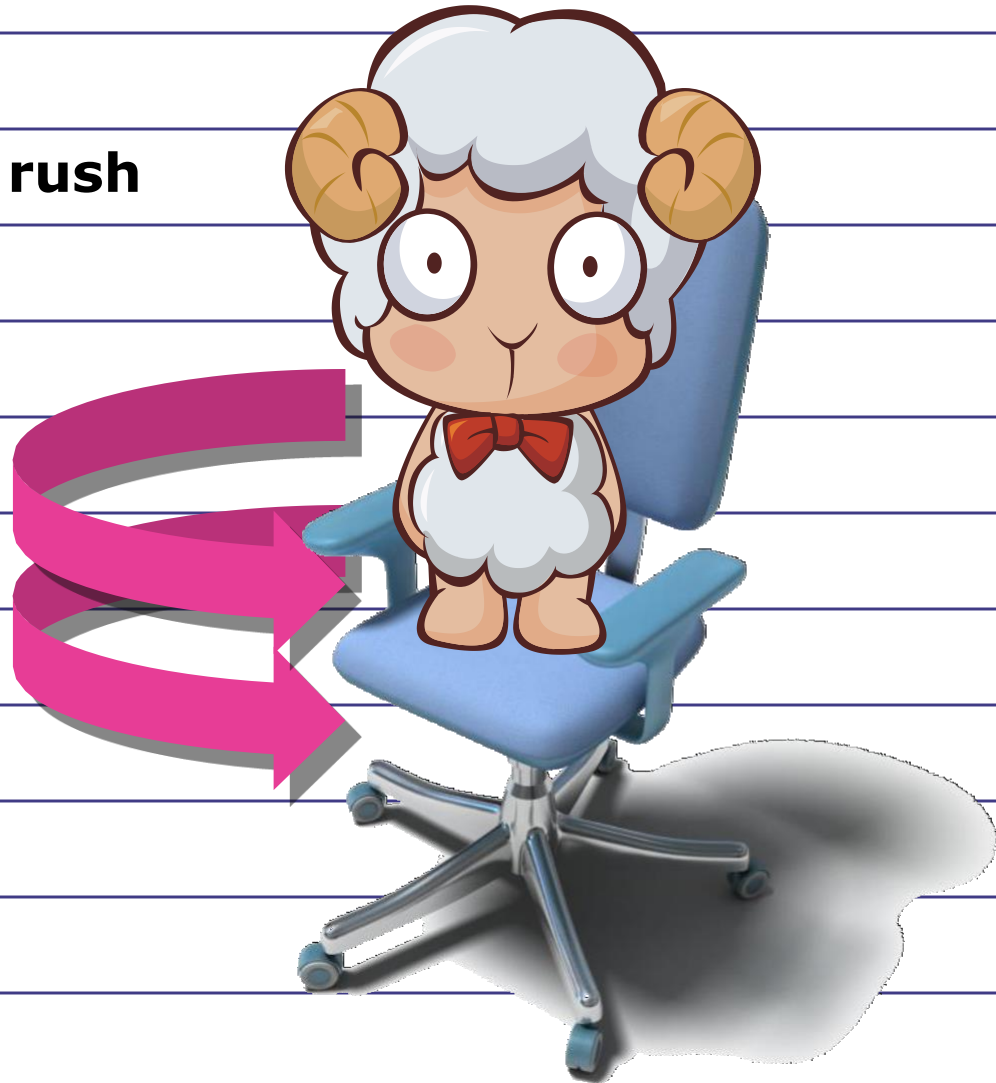
- **Co-operate** fully with the health & safety rules
- **Take care** of their own health & safety by using protective clothing and equipment
- Think how their actions could **affect** others e.g. how **untidiness** or **foolhardy** attempts to do work they're not suppose to do can cause accidents
- **Report** unsafe practices and situations
- **Concentrate** on tasks



# Going to work

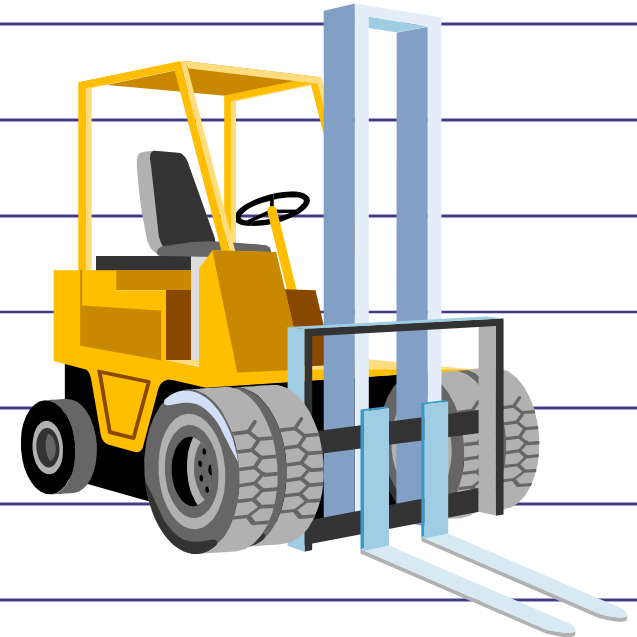
## What the student has to do

- Be **sensible**
- Be **calm** and don't **rush**



# Possible hazards in the workplace

- People being unaware of possible risks
- Chemicals and other substances
- Floors and stairs
- Storage of goods
- Machinery and equipment
- Heavy items
- Tools and work equipment
- Electrical equipment
- Vehicles and forklift trucks



# Taking responsibility for health & safety

## What are you going to do about it?

- Tell the organisers about any **medical conditions/allergies** you have
- Point out and challenge **unsafe** practices and situations
- **Find out** who to ask if unclear about anything
- **Ask** if you should be wearing/using protective clothing/equipment
- Don't do anything you're **unsure** or **unhappy** about

# Whilst there...

## You should:

- **Arrive** on time
- Be treated like an **employee**
- **Listen** and **follow** to instructions
- **Ask** for help
- Show an **interest** and ask questions
- **Fill** in your logbook daily
- Show **enthusiasm** and **willingness** to learn
- Be **friendly** and **polite**
- Remember you are representing the **school** and the **organisation**

# Schools' Vocational Development Service

**Think safe**

**Act safe**

**Be safe!**

[www.placementsurvivalguide.com/default.asp](http://www.placementsurvivalguide.com/default.asp)